



Workplace Safety Awareness on Campus

2015 Workplace Safety Workshops
California Self-Insured Workers' Compensation
Pacific Union Conference

Our ministry is to **protect** your ministry.



Turnstiles... a true story



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What is our **MISSION?**



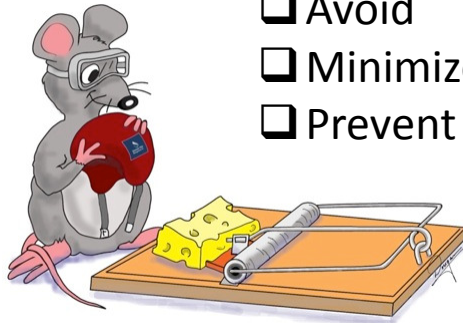
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Risk Control...

Developing and implementing strategies or safeguards:

- Avoid
- Minimize
- Prevent



Accidents

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Facility Risk Assessments



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Safety Awareness Accident Prevention



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Construction Safety



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Vehicle Safety



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“But it was only... **Four Foot High...**”



Other Topics of Discussion:

- Workplace Loss Trends
- Annual Safety Training
- Proper Equipment for Task
- Providing Protective Gear
- Workplace Violence
- Reporting Accidents Promptly
- CAL OSHA Compliance

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Workshop Registration

• NAME: _____

• SCHOOL: _____

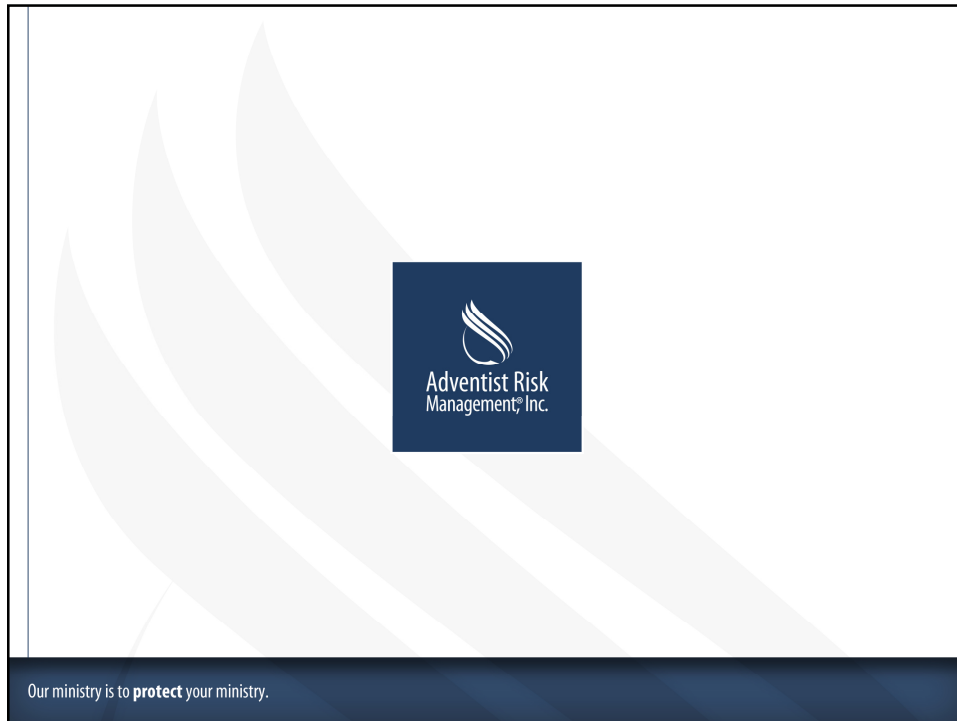
• EMAIL: _____

Workshop E-Handouts

Solutions E-Newsletter

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Pacific Union Self-Insured Workers Compensation Fund

Churches and Schools Claim Trends

Marlo Zeroth, ARM, AIS

A slide with a white background and a dark blue footer. The footer contains the tagline "Our ministry is to protect your ministry." in white text. In the bottom right corner, there is a small dark blue square containing the Adventist Risk Management logo, which includes a stylized flame icon and the text "Adventist Risk Management, Inc.".

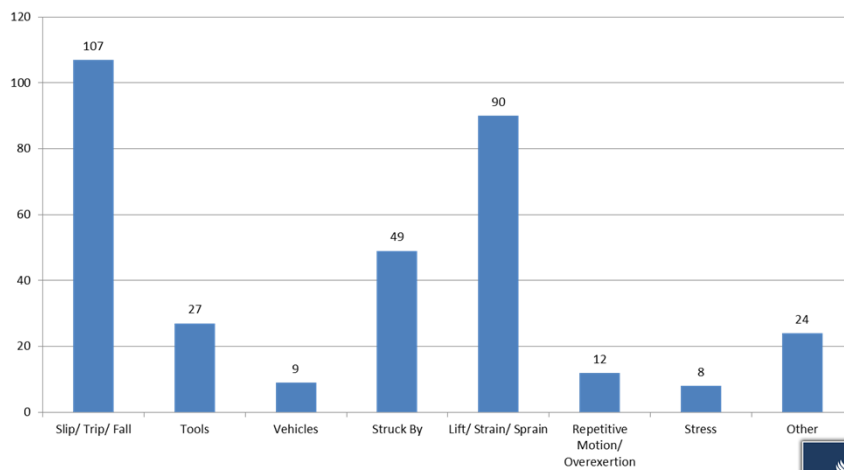
Claim Counts from 2010 to 2015

| Year | Slip, Trip, or Fall | Tools | Vehicles | Struck By | Lift, Strain, or Sprain | Repetitive Motion - Overexertion | Stress | Other | Total Claims |
|--------------|---------------------|-----------|----------|-----------|-------------------------|----------------------------------|----------|-----------|--------------|
| 2010 | 33 | 8 | 3 | 12 | 18 | 4 | 0 | 3 | 81 |
| 2011 | 24 | 4 | 2 | 7 | 14 | 3 | 2 | 11 | 67 |
| 2012 | 19 | 7 | 2 | 11 | 20 | 0 | 3 | 1 | 63 |
| 2013 | 19 | 4 | 2 | 11 | 15 | 2 | 2 | 5 | 60 |
| 2014 | 12 | 3 | 0 | 5 | 19 | 2 | 0 | 4 | 45 |
| 2015 | 0 | 1 | 0 | 3 | 4 | 1 | 1 | 0 | 10 |
| Total | 107 | 27 | 9 | 49 | 90 | 12 | 8 | 24 | 326 |

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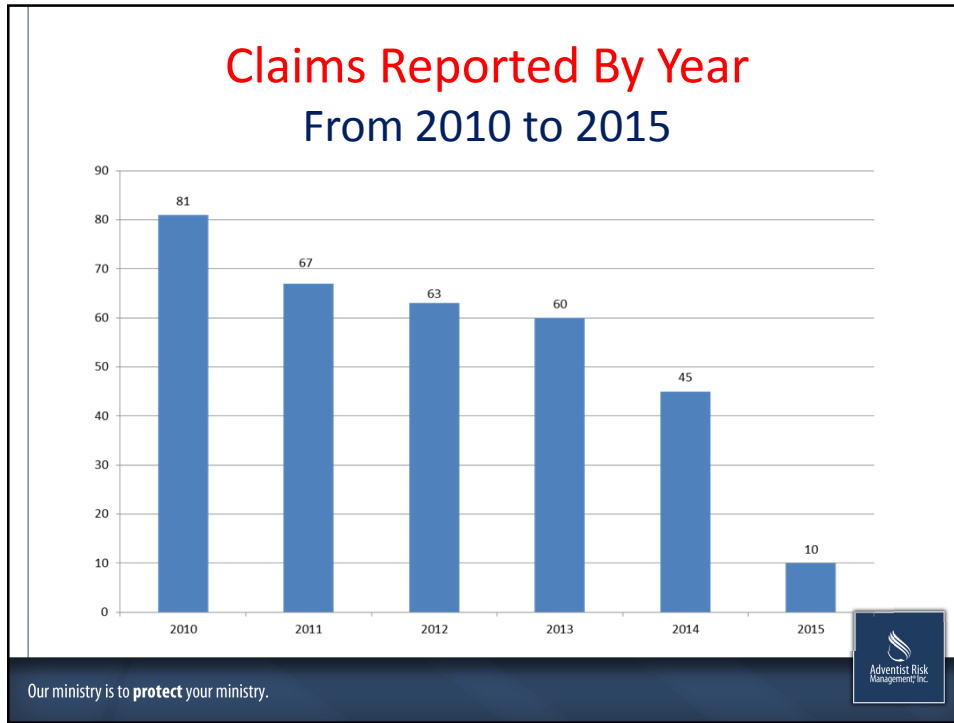


Total Claims By Category From 2010 to 2015



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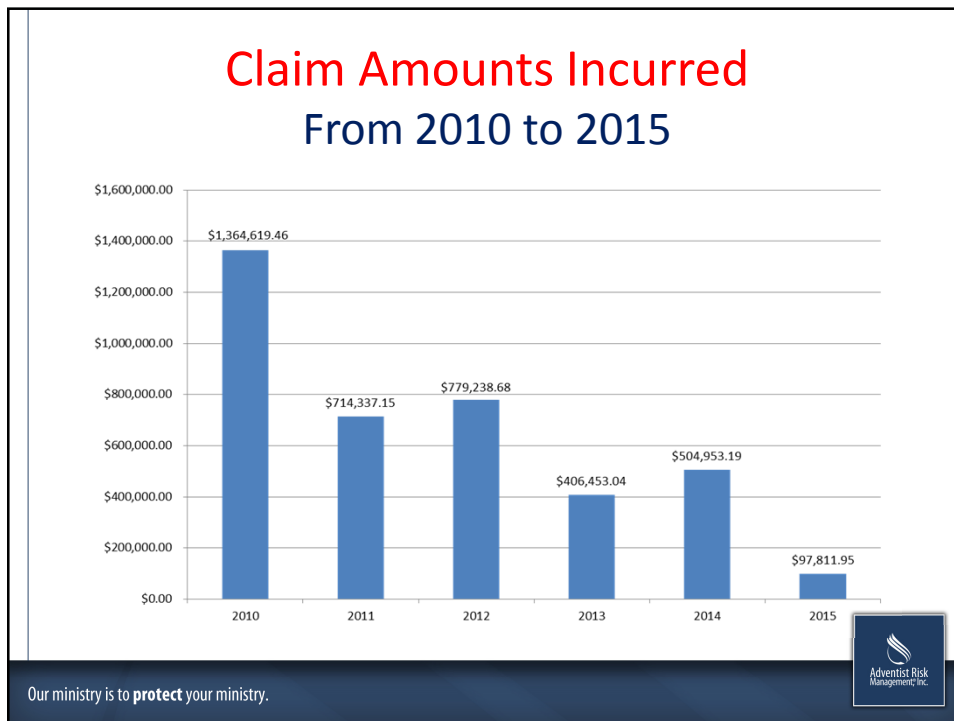
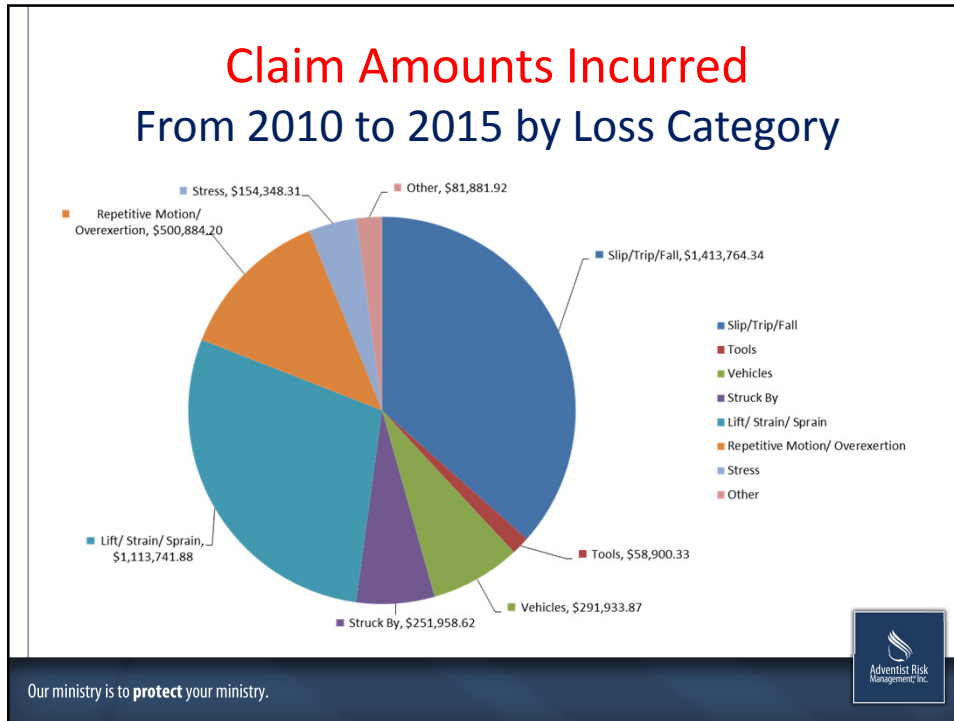


Claim Amounts Incurred 2010-2015

| Year | Slip/Trip/Fall | Tools | Vehicles | Struck By | Lift/ Strain/ Sprain | Repetitive Motion/ Overexertion | Stress | Other | Total Incurred |
|--------------|-----------------------|--------------------|---------------------|---------------------|-----------------------|---------------------------------|---------------------|--------------------|-----------------------|
| 2010 | \$555,020.56 | \$19,172.44 | \$202,691.55 | \$23,613.19 | \$49,202.67 | \$447,955.86 | \$0.00 | \$66,963.19 | \$1,364,619.46 |
| 2011 | \$358,297.92 | \$1,178.10 | \$37,223.30 | \$36,138.35 | \$172,385.54 | \$2,261.51 | \$97,782.71 | \$9,069.72 | \$714,337.15 |
| 2012 | \$75,376.10 | \$5,550.08 | \$50,794.81 | \$143,468.12 | \$450,243.49 | \$0.00 | \$53,023.25 | \$782.83 | \$779,238.68 |
| 2013 | \$278,489.76 | \$466.05 | \$1,224.21 | \$38,193.00 | \$83,507.34 | \$1,570.40 | \$165.05 | \$2,837.23 | \$406,453.04 |
| 2014 | \$146,580.00 | \$759.74 | \$0.00 | \$5,992.63 | \$300,803.51 | \$48,588.36 | \$0.00 | \$2,228.95 | \$504,953.19 |
| 2015 | \$0.00 | \$31,773.92 | \$0.00 | \$4,553.33 | \$57,599.33 | \$508.07 | \$3,377.30 | \$0.00 | \$97,811.95 |
| Total | \$1,413,764.34 | \$58,900.33 | \$291,933.87 | \$251,958.62 | \$1,113,741.88 | \$500,884.20 | \$154,348.31 | \$81,881.92 | \$3,867,413.47 |

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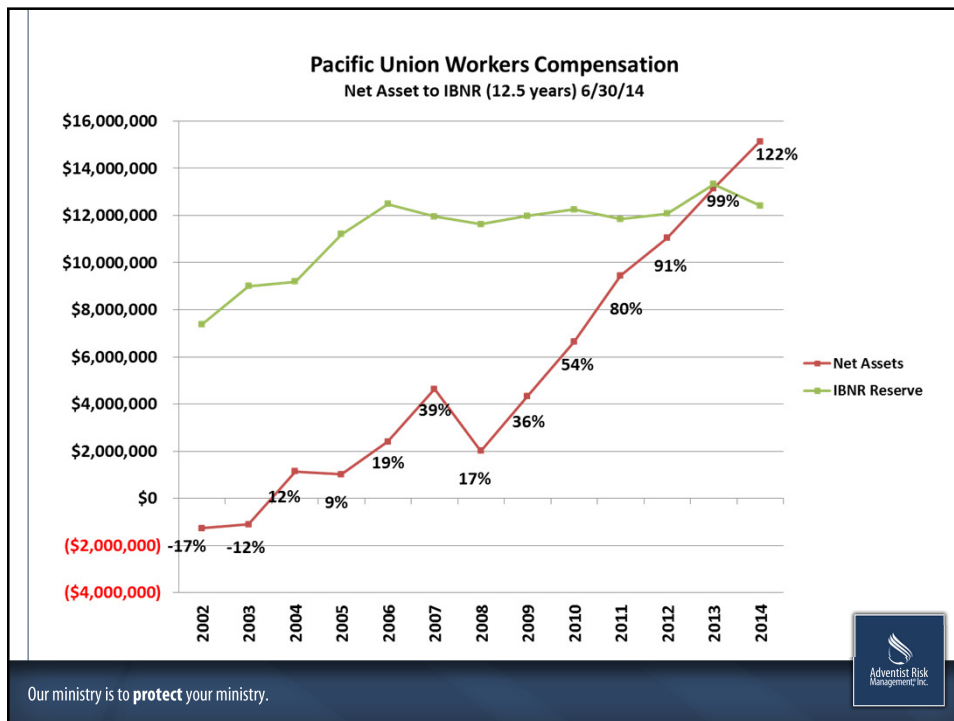


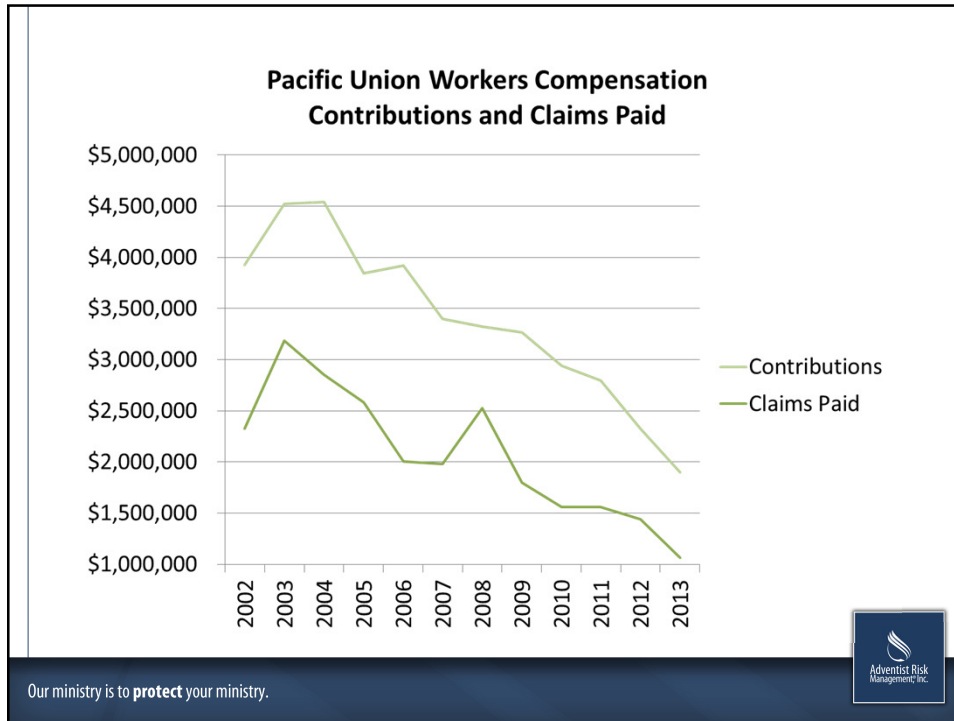
Pacific Union Conference

Workers Compensation Safety Funds



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Breakdown of funding by Conference as a percent of Payroll

| <u>Percent</u> | <u>Amount</u> | <u>Conference</u> | <u>Schools</u> |
|----------------|------------------|-------------------|----------------|
| 19% | \$380,000 | Central | 23 |
| 26% | \$520,000 | Northern | 38 |
| 34% | \$680,000 | SECC | 19 |
| 21% | \$420,000 | Southern | 16 |

\$2,000,000 Total Funds

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Claim Analysis Summary

- Schools incurred the most claims.
- Academies had 79% of the school claims, due to higher number of employees than elementary schools
- Slip, Trip, and Fall is the highest Claim category

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Examples of the program at work!

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Linda Vista Elementary

\$32,577 for Parking Lot Lighting, Sidewalk repair, and Blacktop repairs.



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Linda Vista Elementary

Upgraded lighting



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San Fernando Academy

Issue with their plumbing causes the water to be unsafe to drink or use. School needed assistance separating sprinkler system from drinking water system. \$23,300 was granted.



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San Fernando Academy

Work is in progress separating the lines.

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Loma Linda Academy

Requesting approx. \$12,000 for a scissor lift to make it safer for employees to change light bulbs and work in high places rather than use tall ladders as is the current practice.



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Simi Valley SDA School

Fix buckled and lifting concrete, replace frayed carpeting in the classroom \$13,725



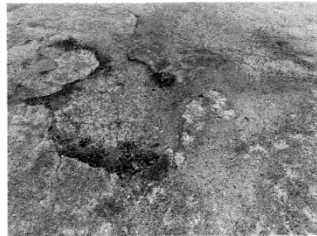
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Simi Valley SDA School

Carpet issue.

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Victor Valley SDA School

Approx. \$10,000 to help repave parking lot

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Needles SDA School

\$29,000 to repair lunch area, install door step, and add fencing around property that is attached to an open gully.



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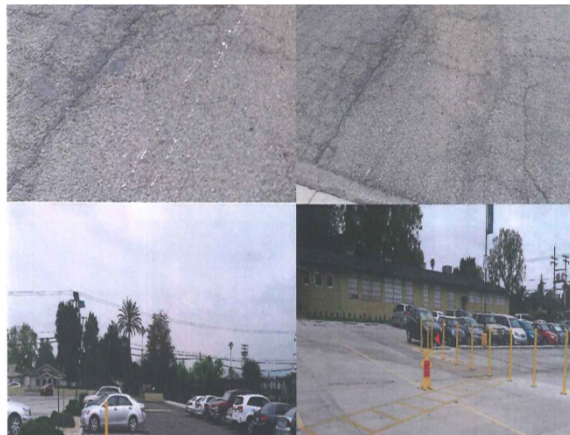
La Sierra Academy

\$83,000 to Resurface Sidewalks and Parking lot assistance



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La Sierra Academy



Resurface Sidewalks and Parking lot assistance

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Newbury Park Academy

\$45,600 to replace lifted sidewalks and install new doors with tempered glass.



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Oceanside Adventist Elementary and Laguna Niguel Adventist

Combined \$110,000 to install new fire alarm systems since the schools do not have fire alarms on campus.



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Conejo Adventist Academy

\$30,000 to replace playground artificial grass.



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Adventist Risk Management, Inc.

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Campus Emergencies



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Would You Be Prepared?



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Campus Safety is everyone's job!

- Over 970 incidents of violence in the faith-based community, taking the lives of over 550 individuals including at least five individuals being killed at Adventist facilities since 1999.¹
- Administration **MUST** take an active role in supporting safety and planning for campus students and staff.
- Situational Awareness is the key to a successful safety program
- Proper crisis reaction does not just happen. It is deliberate, planned and practiced. – ***"If you see something, Say Something"***
- Drills may be bothersome but can save lives.

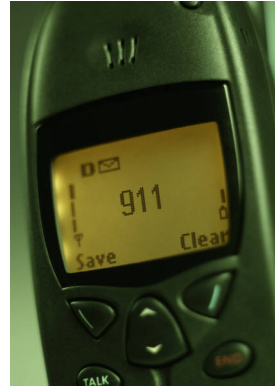
¹ (http://carlchinn.com/Church_Security_Concepts.html)

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Understanding the Situation

- Assessing your facilities
- Establishing procedures
 - Evacuate
 - Lockdown
 - Shelter in Place
 - Safe zones
- Training Employees
- Emergency Alert Notification Procedures
- Practice Drills



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Networking with Local Authorities



- Identifying Community Risks
- Help in Assessing your facilities
- Help to identify potential risks situations
- Understanding the local emergency response
- Knowing what to expect
- Assistance in training your employees

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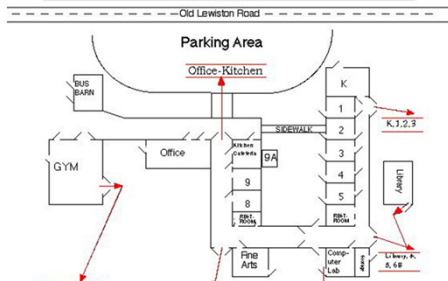
Employee Training



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EMERGENCY EVACUATION MAP



Emergency Drills



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Life Safety – Priority One



❑ Job #1 is for you to Safely Evacuate everyone from the Building

- Have a designated meeting place on campus for each classroom
- Re-group and take a head count so parents and emergency personnel know if everyone is safe and accounted for after evacuating

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Responding after an Incident



- Emergency Medical Responders
- Cooperation with Law Enforcement Fire and Rescue agencies
- Notification to employees & parents
- Having a Crisis Communication Plan
- Professional Counselors on Site
- Notification to Insurance
- Campus Clean-up Resources
- Business Continuity Plan

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Pro-active Response

- GICV's – Violent Incident Coverage
- \$ 300,000 Limits each Incident/Aggregate
- Typical Expenses Covered:
 - Medical Expenses
 - Individual Counseling
 - Funeral Expenses
 - Public Relations Consulting
 - Independent Security Services
 - Rental of Alternate Facility
 - Subject to the General Liability Terms, Conditions and Limitations



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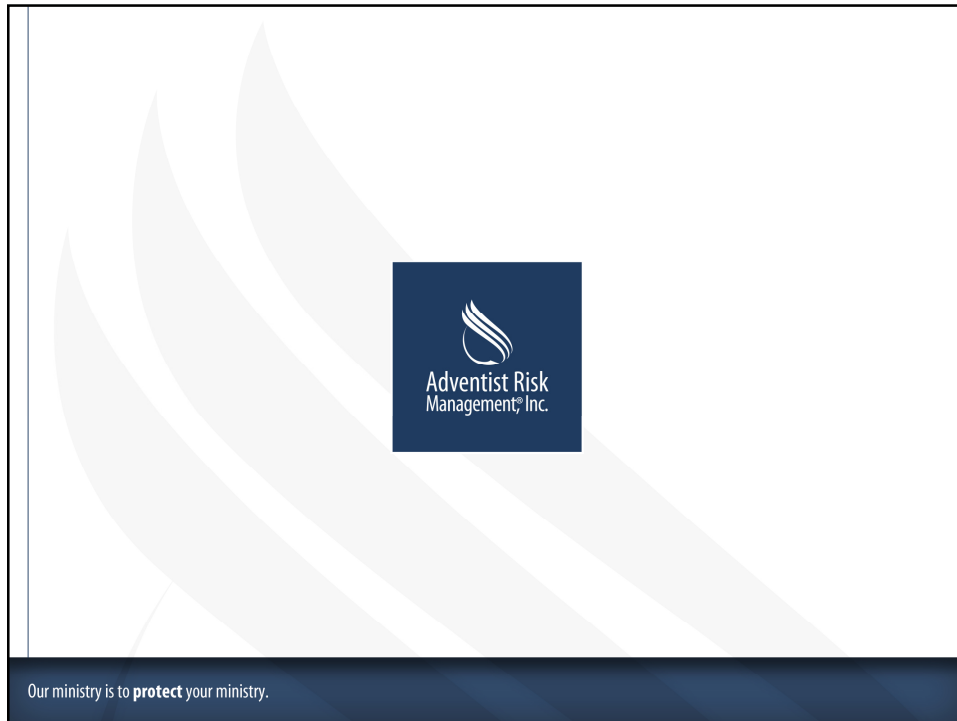
Ready.gov

A collage of images related to emergency preparedness. It includes a blue pen resting on a document titled "Emergency Preparedness Checklist" with a blue tab that says "TORNADO • FLASHFLOOD". To the right is the cover of a blue booklet titled "GUIDE FOR DEVELOPING HIGH-QUALITY SCHOOL EMERGENCY OPERATIONS PLANS" with the FEMA logo at the bottom. Below these are screenshots from the Ready.gov website, showing a "Ready" status indicator and a "NOTIFICATIONS" section.

FEMA Courses - AWR-148: Crisis Management For School-based Incidents


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Pacific Union Self-Insured Workers' Compensation

Marlo Zeroth, ARM, AIS



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Fund History

- Granted Consent to Self-Insure in 1985
- Consists of:
 - Four California Conferences and Pacific Union
 - Camps
 - Churches
 - Conference and Union Offices
 - Retirement Facilities
 - Schools, Preschools, Daycares, Academies

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Adventist Risk Management's Role

- Provides administrative services:
 - Coordination with Third Party Administrator (TPA) Sedgwick Claims Management Services
 - Acquire excess workers compensation coverage
 - Monitor claims incurred for recovery of excess over retention
 - Monitor compliance of Federal and State reporting statutes
- Provide loss prevention services

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Payroll Audits

- Two payroll audits:
 - Excess workers compensation insurer
 - Fund Payroll audit
- Begins 2nd week of January
- Ends 3rd week of February
- Important: Payroll audits due at least one week before the end of February

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Excess Work Comp Payroll Audit

- Required data:
 - Gross payroll including all overtime
 - Gross overtime payroll

Voluntary Payroll Declaration

Insured: PACIFIC UNION CONFERENCE OF SEVENTH DAY ADVENTIST
 Policy: SP 400000
 Liability Period: From: 01/01/2014 To: 02/01/2015
 Reporting Period: From: 01/01/2014 To: 02/01/2015

Outstate Declaration does not apply in the following states: CA, HI, IL, IN, MD, MI, MN, NY

| State | Class Code | Class Code Description | Gross Payroll Including All Overtime | Gross Overtime Payroll |
|----------------|------------|---|--------------------------------------|------------------------|
| CALIFORNIA | 2010 | Arms, Fire Arms | | |
| CALIFORNIA | 4200 | Printing Operation - All Other Employees - Including Compensation and Overtime and Travel Expenses - N.C.C. | | |
| CALIFORNIA | 5400 | Capacity-Including the Installation of Interior Trim, Scaffolding, Form, Molds and Related Items in Commercial Structures- Employees Above Regular Hourly Wage Over the Limit of General \$20.00 Per Hour | | |
| CALIFORNIA | 7210 | Trucking Driver - N.C.C. - Including Terminal Employees and Mechanics | | |
| CALIFORNIA | 7420 | Animal Operator - Other Than Agriculture, Stocked in, Supplemental Activities - All Employees - Other Than Members of the Farm Crew - Including Field or Range Activities | | |
| CALIFORNIA | 8010 | Trains - N.C.C. | | |
| CALIFORNIA | 8010 | Trains - N.C.C. | | |
| CALIFORNIA | 8840 | Operators of Large Mechanical Appliances, Operators or Members of Crew - Including Central Office Employees | | |
| CALIFORNIA | 8850 | Long-term Living Facilities For the Elderly - No Care of Residents - N.C.C. - Hotel, Not Operated | | |
| CALIFORNIA | 8880 | Operator - Professors, Teachers, or Academic Professional Employees - N.C.C. - All Other Employees - Including Student or On-Call Managers | | |
| CALIFORNIA | 9040 | Company - Maintenance or Educational - All Operations Including Central Office Employees or Contract Employees | | |
| CALIFORNIA | 9100 | College or University - Professors - Not Academic - All Employees Other Than Professors, Teachers, or Academic Professional Employees - Including Cafeteria | | |
| Totals: | | | | |

If any additional class codes apply please include the information in the additional spaces provided.

Check for any covered class workers' addresses.

| State | Class Code | Class Code Description | Total Hours Worked |
|-------|------------|------------------------|--------------------|
| | | | |

To the best of my knowledge, the foregoing is a statement of all wages earned by all employees during the specified reporting period.
 Signature: _____ Date: _____
 Pursuant to the terms of the Insurance Agreement, Safety National Casualty Corporation reserves the right to inspect the books and records of the insured.

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Fund Payroll Audit

- Salaried employee payroll
 - Gross salary and Housing allowance before deductions for
 - Parsonage allowance
 - TSA payments
 - Pre-tax items such as AFLAC insurance, flex-spending accounts for healthcare, childcare and health care contributions
 - DOES NOT include travel allowance or other taxable benefits

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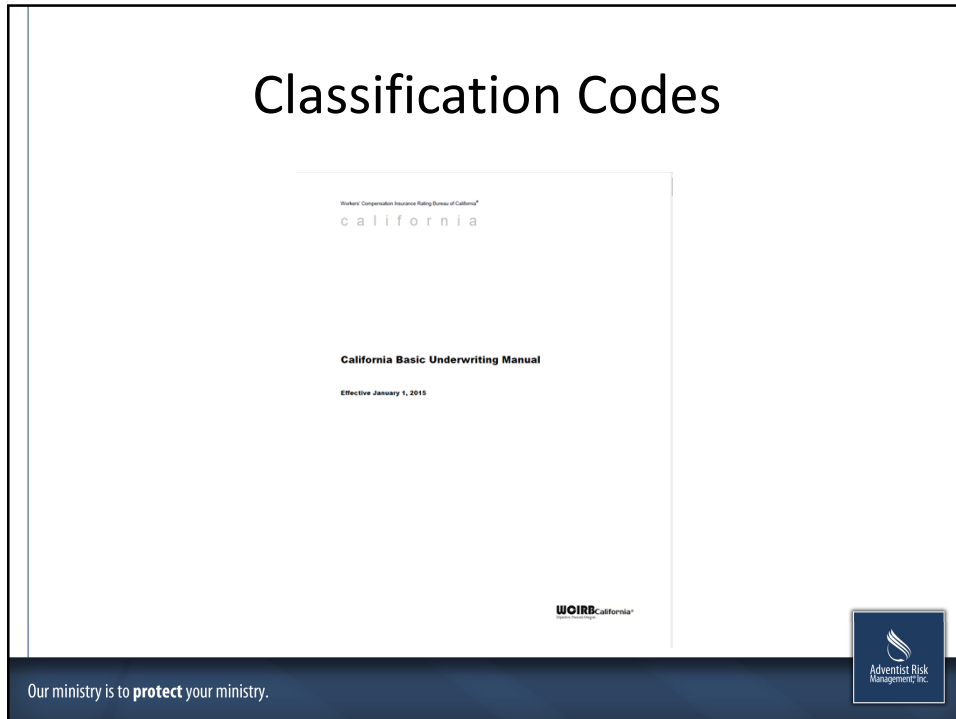
Fund Payroll Audit

- Non-exempt or other employee classes payroll
 - Hourly pay including:
 - Regular pay
 - Overtime pay
 - Vacation pay
 - Extended sick pay before:
 - TSA payments
 - Pre-tax items such as AFLAC insurance, flex-spending accounts for healthcare, childcare and health care contributions
 - DOES NOT include travel allowance or other taxable benefits

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Classification Codes



Classification Codes

- Description and code from Basic Underwriting Manual
- Both audits use these codes
- Submitted payroll and FTEs must be by class code
- Proper employee classification is important
 - If using different codes contact your local Conference HR/Treasury Office

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Current School Classification Codes

- 8810 – Clerical Office N.O.C.
- 8868 – Professional
- 9101 – All Other

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8810 – Clerical Office N.O.C.

- Not Otherwise Classified. Based on Part 3, Section III, 4a.
- Clerical Office Employees are defined as those employees whose duties are confined to keeping the books, records, or cash of the employer; conducting correspondence; dispatching; recording weights; or who are engaged wholly in general office work or office drafting, having no regular duty of any other nature in the service of the employer.

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8868 – Professional

- COLLEGES OR SCHOOLS – private – not automobile schools – professors, teachers, or academic professional employees
- Academic professional employees consist of, but are not limited to, deans, chancellors, vice chancellors, directors, principals, assistant principals, presidents, vice presidents, librarians, registrars, curriculum developers, psychologists, speech therapists and counselors. The responsibilities of such employees typically include planning, directing, administering, counseling or curriculum development.
- This classification also applies to teachers' aides and tutors, athletic team coaches and library employees.

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9101 – All Other

- COLLEGES OR SCHOOLS – private – not automobile schools – all employees other than professors, teachers, or academic professional employees – including cafeterias
- Classification 9101 includes but is not limited to cafeteria workers, drivers, maintenance employees, janitors, gardeners, security personnel, resident advisors or assistants and book supply department employees.

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Payroll Audits Uses

- Complete annual report to Office of Self-Insurance Plans (OSIP) **Due March 1**
- Report to excess workers comp insurance carrier
- Obtain quotes for next year's excess work comp policy
- Calculate Contributions for the Pacific Union Self-Insured Workers Compensation Fund

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Contributions

- Based on Payroll Per 100 multiplied by classification code rate for the year
- Calculated annually and invoiced monthly
- Contribution adjustments made after payroll audit is complete
- Classification code rates approved by WC Board
- Contribution Holidays approved by WC Board
 - Given based on actuarial report results and fund reserves

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Claims Reporting

PETITION DEL EMPLEADO PARA DE COSENCIACION DEL TRABAJADOR (100-21)

English: Complete this section and give the form to your employer. Keep a copy and mark it "Employee's Temporary Benefits" with your name, the date and time you filed this form. You may file this petition with the Division of Workers' Compensation and have it filed in court in 1999-2000, an application or work or compensation benefits is available to the worker based on the form.

Spanish: Complete this section and give the form to your employer. Keep a copy and mark it "Beneficio Temporal del Empleado" con su nombre, la fecha y hora de cuando lo presentó. Usted puede llevar a la División de Compensación de Trabajadores de 1999-2000, una solicitud de trabajo o compensación de beneficios. Es la base sobre la que una persona puede solicitar los beneficios de compensación de trabajadores.

Any person who makes or causes to be made any knowingly false statement, provides information or information intentionally for the purpose of obtaining or denying workers' compensation benefits, or who provides or causes to be provided any such information, is guilty of a crime.

El cualquier persona que a propósito haga o cause que se produzca cualquier declaración o información que sea falsa o intencionalmente para el propósito de obtener o denegar beneficios de compensación o proporcionar o causar que se proporcione cualquier información de esta naturaleza es culpable de un delito.

Employees—complete this section and see note above. Empleados—complete esta sección y vea la información arriba.

- Name: Nombre
- Name Address: Dirección Residencial
- City: Ciudad
- Date of Injury: Fecha de la lesión (calendario)
- Address and description of how injury happened: Dirección y descripción de cómo ocurrió la lesión
- Description injury and part of body affected: Descripción la lesión y parte del cuerpo afectado
- Signature of employee: Firma del empleado
- Name of employer: Nombre del empleador
- Address: Dirección
- Date employee first seen by doctor: Fecha que un que empleador apare por primera vez de la lesión o accidente
- Date claim form was provided to employer: Fecha que se le entregó el formulario de reclamo
- Date employer received claim form: Fecha que se le entregó el formulario de reclamo al empleador
- Name and address of insurance carrier or adjusting agency: Nombre y dirección de la compañía de seguros o agencia administradora de reclamos
- Insurance Policy Number: El número de la póliza de Seguros
- Signature of employer representative: Firma del representante del empleador
- Title: Título

Employees: You are required to date this form and provide copies to your insurer or claims administrator and the employer, department or supervisor on the date that you file this form. Employees who do not file this form will not be able to receive the benefits of the workers' compensation system.

Empleados: Se requiere que feche esta forma y que proporcione copias a su compañía de seguros, administradora de reclamos, o administrador de reclamos de su departamento o supervisor en la fecha que usted presenta esta forma. Los empleados que no presenten esta forma no podrán recibir los beneficios del sistema de compensación de trabajadores.

WARNING: THIS FORM IS NOT AN ADMISSION OF LIABILITY

ADVERTENCIA: ESTE FORMULARIO NO SIGNIFICA ADMISSION DE RESPONSABILIDAD

STATE OF CALIFORNIA - DEPARTMENT OF INDUSTRIAL RELATIONS
Division of Workers' Compensation

Notice to Employees - Injuries Caused By Work

You may be entitled to workers' compensation benefits if you are injured or become ill because of your job. Workers' compensation covers most work-related physical or mental injuries and illnesses. An injury or illness can be caused by one event (such as being struck by a fall) or by repeated exposures (such as hearing your voice from during the same season over and over).

Benefits: Workers' compensation benefits include:

- Medical Care: Doctor visits, hospital services, physical therapy, lab tests, x-rays, and medicines that are reasonably necessary to treat your injury. You should receive one a bill. There is a limit on some medical services.
- Temporary Disability (TD) benefits: Payments if you lose wages while recovering. For most injuries, TD benefits may not be paid for more than 104 weeks within five years from the date of injury.
- Permanent Disability (PD) benefits: Payments if you lose wages or incur a permanent disability.
- Supplemental Job Displacement Benefits: A non-transferable transferable benefit is a more appropriate benefit if you are injured on or after 1/1/04 and results in a permanent disability that prevents you from returning to work within 60 days after TD ends, and your employer does not offer you suitable or alternative work.
- Death Benefits: Paid to dependents of a worker who dies from a work-related injury or illness.

Notifying Your Own Physician Before Injury or Illness (Pre-notification): You may be able to choose the doctor who will treat you for a job injury or illness. If eligible, you must tell your employer, in writing, the name and address of your personal physician or medical group before you are required and your physician must agree to treat you for your work injury. For instructions, see the written information about workers' compensation that your employer is required to give to you as an employee.

If You Get Hurt:

- Get Medical Care: If you need emergency care, call 911 for help immediately from the hospital, ambulance, fire department or police department. If you need first aid, contact your employer.
- Report Your Injury: Report the injury immediately to your supervisor or to an employer representative. Don't delay. There are time limits. If you need to bring your own notes to the doctor, your employer is required to provide you a claim form within one working day after learning about your injury. Within one working day after you file a claim form, your employer shall advise the provisions of all treatment, consistent with the applicable rating guidelines, for your alleged injury and shall be liable for up to one thousand dollars (\$1,000) in treatment until the claim is accepted or rejected.
- See Your Physician: Preparing Pre-notification (PPN). This is the document with overall responsibility for treating your injury or illness. If you pre-notify by naming your personal physician or medical group before injury (see above), you may not have to file for treatment in certain circumstances. Otherwise, your employer has the right to select the physician who will treat you for the job. You may be able to switch to a doctor of your choice after 30 days. Different rules apply if your employer offers a Health Care Organization (HCO) or has a Medical Provider Network (MPN). You should receive information from your employer if you are covered by an HCO or a MPN. Contact your employer for more information.
- Medical Provider Networks: Your employer may be using a MPN, which is a network of health care providers to provide treatment to workers injured on the job. If your employer is using a MPN, a MPN notice should be provided to the person or another person at the MPN. You may request a different MPN. If you request a different MPN, you may be required to file for treatment with a personal physician prior to your work injury. You may not receive treatment from your pre-designated doctor. If you have not pre-notify and your employer is using a MPN, you may be able to choose your own provider from the MPN for the first medical visit directed by your employer. If you are treating with a non-MPN doctor for an existing injury, you may be required to change to a doctor within the MPN. For more information, see the MPN notice information below.

Current MPN's will be number: _____ MPN's website: _____

MPN's phone number: _____

Discontinuation: It is illegal for your employer to punish or fire you for being a work injury or illness, for filing a claim, or for treating an employer-provided workers' compensation case. If you do, you may receive lost wages, job reinstatement, increased benefits, and civil and criminal penalties to be imposed by the state.

Questions? Learn more about workers' compensation by reading the information that your employer is required to give you as an employee. If you have questions, see your employer or the claims administrator (also called workers' compensation claims administrator).

Claims Administrator: _____ Phone: _____

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Claims Reporting

- Follow State workers compensation laws
 - Post the workers compensation poster in a conspicuous location
 - Provide a workers compensation claim form within one working day of a work-related injury or illness is reported
 - Forward the claim form, along with employer's report of occupational injury or illness, to the claims administrator within one day of receipt

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Claims Reporting

- Follow your conference's guidelines
- If conference guidelines require you to report a claim
 - Contact Sedgwick Claims Management Services
 - By Phone: 855-572-5966 – Refer to client number 8818
When you call
 - By Fax: 866-261-5795
 - By Email: SCMSNIC@SedgwickCMS.com
 - Use your conference's required documentation

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Claims Reporting

- Cooperate with the TPA's claims staff involved with the case
 - Provide necessary information to process the claim
- Cooperation in processing helps avoid
 - Delays in claim denial or approval
 - Delays in employee receiving benefits
 - Increased claims expense

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Claims Reporting

- Include
 - Provide employer's name
 - E.g. Conference name
 - Name of location where employee works
 - E.g. Church/School name
 - Description of cause of injury/illness

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Loss Prevention



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Loss Prevention

- Inspections of
 - Camps
 - Churches
 - Conference and Union Offices
 - Retirement Estates
 - Schools, Preschools, Daycares, Academies

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Inspections

- Rotating schedule
 - Schools every 2-3 years
 - Camps every 3 years
 - Conference and Union office every 3 years
 - Individual churches
 - Based on concentration of employees and loss history
 - School on site

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Inspections

- Church and School Inspections
 - Discussion of site's administrative safety
 - Walkthrough with church/school staff member
 - Discussion inspection observations with staff member/school official
 - Report generated and sent to church/school
 - Report updated with church/school responses

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Inspections

- Frequent hazard findings
 - Electrical
 - Slip, trip, and fall
 - Fire protection
 - Egress
 - Machine guarding
 - Hazardous materials
 - Earthquake

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Electrical Hazards

- Broken outlets and light switches
- Missing or broken outlet face plates
- “Daisy chained” power strips
- Cords ran under rugs, through doors, windows, walls, or ceilings
- Extension cords used as permanent wiring
- Frayed or damaged cords
- Electrical panels missing covers and blanks

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Slip, Trip, and Fall

- Housekeeping
- Surface irregularities
 - Wrinkled carpeting
 - Damaged sidewalks, parking lots, or floors
 - Uneven walking surfaces
- Missing, loose, or damaged handrails
- Stair irregularities
 - Damaged steps

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Fire Protection

- Extinguishers
 - Not serviced annually or missing current service tag
 - Missing from mount or not mounted
 - Not at adequate pressure
- Fire Suppression Systems over in kitchens not serviced every 6 months
- Decorations/Storage obstructing sprinkler heads or too close to ceiling in unprotected buildings

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Egress

- Illuminated exit signs not functional
 - Should be checked once a month
- Emergency lighting not functional
 - Should be tested for 30 seconds once month and for 1 hour once a year
- Storage in front of exits
 - Path of egress must be kept clear for emergencies at all times
- Damaged panic hardware, doors, or self-closing mechanisms

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Machine Guarding

- Old power tools built without guards
- Newer power tools missing guards
 - Grinders
 - Table saws
 - Band saw blades
 - Lathes

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Hazardous Materials

- Laboratories
 - Chemicals not stored by compatibility
 - Corrosives cabinet
 - Flammables cabinet
 - Old chemicals kept in storage
- Cleaning chemical storage not locked
- Some cleaning chemicals near children's reach at lower grades

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Earthquake

- Tall shelves/cabinets not secured
- Water heaters not braced for earthquake
- Heavy items stored on high places

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W/C Reporting Lag Time

Increased Claim Cost

- 4 to 7 Days 2 %
- 8 to 14 Days 4 %
- 15 to 21 Days 13 %
- 22 to 28 Days 23 %
- 29+ Days >32 %



*Based on Liberty Mutual Insurance data

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CAL OSHA Basic Requirements

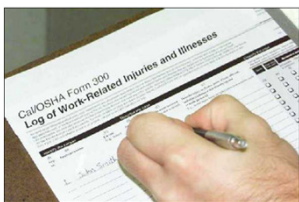


- Safety Policy
- Job Descriptions
- Job Hazard Identification
- Job Training (documented)
 - Orientation
 - Job Specific
 - Personal Protective Equipment (PPE)

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CAL OSHA Accident Reporting



- All California Employers must report Fatalities and Serious work-related injuries or illness within 8 hours to CAL OSHA by phone or fax

– Serious Injury or Illness means:

“A serious injury or illness is one that requires employee hospitalization for more than 24 hours for other than medical observation, or in which a part of the body is lost or permanent disfigurement occurs.”

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CAL OSHA Reporting



- California Conferences are Exempt from CAL OSHA Recordkeeping requirements

– Exempt Organizations

- Religious Organizations
- Elementary & Secondary Schools
- Colleges & Universities
- Child Day Care Services
- Office Administrative Services

– OSHA Code §1904.2 Non-Mandatory Appendix A

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CAL OSHA Administrator's Duties

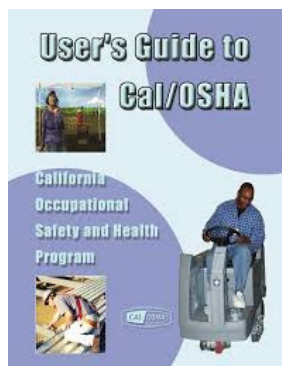


- Designate the IIP Safety Plan implementation person(s) by name or job title
- Establish a system of communicating safety and health matters to all employees
- Oversight of Safety program and Hazard Assessment
- Oversight to assure corrective actions are taken on a timely basis
- Reporting of Workplace Accidents to CAL OSHA
- No Discrimination towards any employee who may file a bona fide complaint with CAL OSHA regarding an unsafe work condition

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CAL OSHA Resources



- CAL OSHA provides numerous online/downloadable resources
 - CAL OSHA Users Guide
 - Overview of requirements
 - Outline of CAL OSHA On-site Visits
 - Elements of an Injury & Illness Prevention Program
 - Employee Filed Complaints
 - CAL OSHA online Resource Guide
 - CAL OSHA Health & Safety Rights Facts of CA Workers

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Contractor's Insurance Verification

- **S60 30 #3 – Independent Contractors**
 - Establishes a new recommend limit of \$3 million for major construction projects with no less than a \$500,000 acceptable minimum limit
- **S60 45 #4 – Workers' Compensation Insurance**
 - All independent construction contractors shall be required to carry Workers' Compensation insurance and file proof of their insurance prior to the commencement of work on property

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“Welcome to your World”
School Safety Officers

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You're a Leader...

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You are **Seed** planting

“The genesis of many accidents begins in the Boardroom.” Marvin Rienke, President (retired)
YMCA Services, Inc.



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Challenge #1

Lack of **PREPARATION**

Preparation! Preparation! **Preparation!**



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Program Review



Teachers

Parents and Volunteers

Students

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Looking Back to Plan Forward...



Lessons Learned and Network with Others

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Our Challenge and Privilege

"I think people want to be magnificent.

It is the job of the educational professional to bring out the magnificence in people and to create an environment where they feel safe and supported and ready to do the best job possible in accomplishing key goals.



This responsibility is a sacred trust that should not be violated. The opportunity to guide others to their fullest potential is an honor and one that should not be taken lightly. As leaders, we hold the lives of others in our hands. These hands need to be gentle and caring and always available for support."

Dr. Ken Blanchard

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Remember with Safety...



It's All About Relationships!

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More Information...

www.Adventistrisk.org



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